

READVERTISEMENT

***Please note updated duties/competencies and new job title
(formerly advertised as Contract Monitoring Specialist).**

**State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604**

VACANCY ANNOUNCEMENT

December 13, 2007

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TITLE:	Administrative Assistant
POSITION NO:	00804
LOCATION:	Public Health & Safety Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MPEA
PAY GRADE:	Pay Plan 20, Pay Band 3
STARTING SALARY:	\$23,437 - \$28,235 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Friday, December 28, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: A resume is due at time of application.

TYPICAL DUTIES: This position is responsible for coordinating and supporting a variety of administrative services including reception, correspondence, data/records management, forms and templates, supply and equipment inventories, event coordination, travel arrangements, and mail services. This position reports to a program Coordinator or Section Supervisor and does not directly supervise other agency personnel unless otherwise indicated. In addition to receptionist duties, this position also writes, transcribes, and/or edits a variety of memoranda, correspondence, advisory council minutes, and other documents and routing communications; coordinates meetings, conferences, training sessions, and other events; monitors grants, contracts, and agreements to identify errors and discrepancies; coordinates and processes claims/payments and data for fiscal year-end reporting, close-outs, accruals, transfers, audits, and other

fiscal activities for accuracy and timeliness; oversees purchase requisition procedures for office supplies and office/computer equipment; and coordinates and monitors contract payments for public health home visiting, fetal alcohol spectrum disorder, and youth suicide prevention projects and other local contractors.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of office management; business communications; records management; customer service standards; minute taking; data entry; and general office and administrative support procedures. This position is expected to develop a progressively responsible knowledge of public health program policies and emergency response procedures; and specialized database and reporting systems (e.g., SABHRS, etc.)

Skills: Skill in the operation of standard office equipment and software (e.g., word processing, spreadsheet, database, etc.); compiling, analyzing, and reporting data; taking accurate meeting minutes of various section statewide meetings; reviewing contracts, licenses, and other technical documents for accuracy; interpreting and responding to specialized information requests; and written and verbal communication.

Abilities: Ability to organize and prioritize work; display flexibility and initiative; and perform a variety of tasks with minimal supervision.

EDUCATION/EXPERIENCE REQUIRED: High school diploma or GED **AND** one year of job-related experience.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form; and
3. Resume.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.